BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 41XXTC
31 OCTOBER 1995

SUPPLY
COMBAT READINESS TRAINING CENTER (CRTC)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements,* this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. AFMAN 23-110, *USAF Supply Manual,* contains USAF and Air National Guard policy and procedural guidance for the Chief of Supply, Materiel Storage and Distribution, Management and Systems, Material Management, and Operations Support work centers. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes,* and is the result of a functional review.

3. Applicability. This standard applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.

4. Standard Data:
    a. Classification. Type II.
    b. Approval Date. 4 April 1995.
    c. Man-Hour Data Source. Operational audit (historical record and technical estimate techniques).
    d. Standard Man-Hour Equation. $Y = 282.0 + .04544X$.
    e. Workload Factor:
        (1) Title. A Transaction.
        (2) Definition. The average monthly number of total transactions processed by a Standard Base Supply System.
        (3) Source. The Base Supply Management Report (M-32), Part 2, Index Page Title "Transaction Summary," applicable page, under "Type Transaction" column, Total Trans (This SD) count total for all accounts.

5. Application Instructions:
    a. Calculate the correct value for the workload factor identified in paragraph 4e above. Substitute this value for the (X) in the manpower equation in paragraph 4d above.
    b. Divide total man-hours (Y) by the current military Man-Hour Availability Factor to calculate the total manpower requirement, then refer to the current Fractional Manpower Table to determine the number of required authorizations.
    c. The valid man-hour range for this ANGMS is 377.42 through 991.95.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
    a. Minimum response rates.
    b. Minimum manpower levels.
    c. Standardized crew complements.
    d. Safety considerations.
    e. Aircraft turn-around time.
    f. Length of waiting periods.
    g. Levels of backlog.
    h. Hours of operation.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

SUPPLY

DIRECT:

1. WAREHOUSE OPERATIONS:

1.1. RECEIVES MATERIAL:

1.1.1. OFF-LOADS CARRIER. Meets vendor or military driver at dock. Off-loads item and places item on conveyor system or in warehouse receiving area. Uses forklift to remove heavy/bulky item scheduled to be stored in warehouse. Notifies supervisor if a chemical/toxic spill is observed during receiving or opening of container.

1.1.2. PROCESSES ITEM FOR STORAGE. Opens storage container and verifies item with enclosed receipt document. Verifies stock number, quantity, and condition of item. Signs and dates appropriate block. Attaches copy of receipt to received material and places in tote box or prestorage area. Inputs receipt data into terminal. Identifies damaged item and shipment discrepancy.

1.1.3. PROCESSES TURNED IN MATERIAL. Receives material and identifies item to federal stock number. Researches federal stock number if documentation is not attached. Obtains serialized document number and annotates issue/turn-in request with document number, number of items turned in, federal stock number, and other required data. Date stamps document and distributes required copies. Inputs data into terminal, receives computer disposition notice, and attaches to material.

1.1.4. PROCESSES LOCAL PURCHASE (LP) ITEM FOR STORAGE OR ISSUE. Receives shipment and billing. Compares item received against specified local purchase documentation. Identifies and annotates discrepancy between item ordered and received or damaged property. Signs for material, date stamps, and routes documentation. Inputs data into terminal. Files copy of supporting documentation in LP contract file. Coordinates contracting discrepancy.

1.1.5. PROCESSES REPORT OF DISCREPANCY (ROD):

1.1.5.1. VERIFIES DISCREPANCY. Determines type of discrepancy.

1.1.5.2. PERFORMS RESEARCH. Performs research and coordinates with Research section.

1.1.5.3. PREPARES DOCUMENTATION. Prepares and distributes documentation. Inputs data into terminal on funded item.

1.1.5.4. PERFORMS FOLLOW-UP. Coordinates corrected follow-up action.

1.2. PERFORMS INSPECTION:

1.2.1. INSPECTS SHELF LIFE ITEM:

1.2.1.1. INSPECTS BIN ITEM. Obtains listing and travels to specified storage bin location. Compares item expiration data against shelf life code listing. Annotates item short expiration date on listing. Pulls expired item. Inspects bin item to ensure first-in item will be first-out.

1.2.1.2. INPUTS CHANGE INTO TERMINAL.

1.2.1.3. UPDATES OUTDATED MATERIAL. Retags item in stock with new expiration date.

1.2.1.4. PERFORMS PETROLEUM PRODUCT INSPECTION. Inspects product for retest date according to Military Specification (MIL SPEC) number. Condition changes product to appropriate Suspended Code that has reached the retest date. Coordinates with appropriate agency. Retags item in stock or disposes of locally. Forwards sample to area laboratory for item that has not been tested.

1.2.1.5. PERFORMS CHEMICAL PRODUCT INSPECTION. Inspects product for retest date according to MIL SPEC number. Condition changes product to appropriate Suspended Code that has reached the retest date. Coordinates with appropriate agency. Retags item in stock or disposes of locally. Forwards sample to area laboratory for item that has not been tested.

1.2.1.6. INSPECTS INCOMING PROPERTY. Inspects incoming property for shelf life expiration. Annotates package with either retest or expiration date. Signs receipt document.

1.2.2. INSPECTS MAINTENANCE FUNCTIONAL CHECK ITEM:

1.2.2.1. PROCESSES INCOMING UNIT. Receives receipt on property and schedules for functional check. Verifies receipt and telephones appropriate maintenance activity to schedule functional check. Prepares necessary documentation to establish due-in from maintenance (DIFM) control. Inputs data into terminal.

1.2.2.2. INSPECTS CURRENT ASSET. Processes inquiry, receives functional check listing, inspects warehouse asset, and verifies accomplishment of functional check.

1.2.2.3. UPDATES FUNCTIONAL CHECK ITEM. Receives request to add, change, or delete; inputs data into terminal and files request.

1.2.3. PROCESSES IDENTITY CHANGE. Researches item for proper identity and prepares and inputs transaction. Moves property to Storage and Issue area for warehousing.

1.2.4. REVIEWS TIME COMPLIANCE TECHNICAL ORDER (TCTO) TO DETERMINE IF SYSTEM STOCKS ARE AFFECTED:

1.2.4.1. PROCESSES TCTO PUBLICATION OR SUPPLEMENT. Receives and reviews TCTO publication or supplement, loads parts preference code 4 or TCTO flag, and notifies maintenance of on-shelf assets requiring modification.

1.2.4.2. INSPECTS ASSETS FOR TCTO COMPLIANCE. Receives monthly TCTO inspection item listing. Inspects assets for TCTO compliance, notifies maintenance of items to be modified or shipped back to depot, and deletes parts preference code 4 upon revision date.

1.2.5. UPDATES HEALTH HAZARD INDICATOR. Prepares cover letter with type cargo code listing or validation of health hazard items and sends to medical clinic. Loads, changes, or deletes health hazard item. Identifies cargo codes that have not been assigned an issue exception code.

1.2.6. PROCESSES WAREHOUSE CHANGE. Initiates and/or receives notice and changes condition. Authenticates documentation and forwards to Document Control.

1.2.7. PROCESSES NEW SUSPECT CODE:

1.2.7.1. PROCESSES INQUIRY. Receives and reviews message and processes inquiry to identify affected area.

1.2.7.2. UPDATES SUSPECT CODE. Loads suspect code and deletes.

1.2.7.3. INSPECTS AFFECTED AREA. Receives management notice identifying affected area and inspects item.

1.2.8. INSPECTS LP ASSET. Inspects property received from vendor. Verifies material purchased under wash post that is not equipment. Coordinates with contracting for incorrect, damaged, or short item received.

1.2.9. INSPECTS TURNED IN ASSET. Inspects asset being turned in and verifies part number to stock number. Processes serviceable property to stock. Processes unserviceable asset for shipment or assigns unserviceable pending disposition instructions.

1.2.10. INSPECTS ITEM BEING SHIPPED. Inspects item being shipped for correct stock number and quantity. Authenticates shipment notice.

1.2.11. PROCESSES ORGANIZATIONAL REFUSAL.

1.3. STORES AND ISSUES PROPERTY:

1.3.1. STORES SUPPLY ITEM RECEIVED. Transports item from temporary receiving area to specified bin location and stores property. Uses forklift/truck to move item from receiving area to warehouse/outside storage. Off-loads and stores item in location.

1.3.2. PROCESSES SERVICEABLE TURN-IN. Transports material to storage bin location and stores.

1.3.3. ISSUES ITEM. Travels to specified bin/storage location or temporary receiving area and pulls item for issue. Authenticates document, attaches issue receipt to material, and transports to appropriate delivery area. Assists in loading heavy or bulky item. Notifies supervisor of observed chemical/toxic spill.

1.3.4. PROCESSES WAREHOUSE LABEL ACTION:

1.3.4.1. PROCESSES WAREHOUSE LOCATION ADD. Receives new stock number. Goes to empty bin location, annotates new location, inputs data into terminal, creates temporary label, and attaches to bin. Verifies new bin location against delinquent document listing (DDL). Records new bin location on stock number directory (SND). Files and suspenses copy of management notice. Receives, labels, and verifies against notice. Replaces temporary with permanent label.

1.3.4.2. PROCESSES WAREHOUSE LOCATION DELETE. Receives notification of delete and verifies bin location. Verifies changed bin location on daily document register. Checks daily item record and deletes and processes against daily document register. Requests required special inventory to identify warehouse problem. Removes bin label.

1.3.4.3. PROCESSES WAREHOUSE LOCATION CHANGE. Analyzes storage space and relocates property. Assigns warehouse location, creates temporary bin label, inputs data into terminal, enters/updates SND, and verifies location against DDL.

1.3.5. CONDUCTS WAREHOUSE VALIDATION:

1.3.5.1. PREPARES FOR VALIDATION. Receives and reviews inventory schedule, prepares validation schedule, and distributes copy to required offices. Requests validation listing and bin labels and picks up Logistics Marking System (LOGMARS) handheld terminal (HHT).

1.3.5.2. PERFORMS WAREHOUSE VALIDATION. Performs validation to include ensuring property and quantity in location matches stock number and quantity on outside label.

1.3.5.3. REQUESTS SPECIAL INVENTORY. Processes warehouse location change/validation card to correct error detected during validation. Requests a special inventory when corrective action cannot be taken to resolve the discrepancy.

1.3.5.4. PROCESSES SERVICEABLE BALANCE OR INDICATES NO WAREHOUSE LOCATION/DUPLICATE WAREHOUSE LOCATION. Physically checks location, performs research to identify discrepancy, and resolves problem.

1.3.6. MANAGES REUSABLE CONTAINER PROGRAM.

1.4. PICKS UP AND DELIVERS ITEM. Picks up item from delivery bin and transports to specified customer location. Off-loads item and obtains authorized customer signature. Picks up item to be returned to supply, delivers to warehouse receiving section, and processes documentation.

1.5. TRANSPORTS MATERIAL TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO).

1.6. PROCESSES WAREHOUSE REFUSAL. Conducts research of warehouse refusal and takes necessary action.

1.7. REVIEWS REJECT LISTING:

1.7.1. REVIEWS LISTING. Reviews listing to identify rejects applicable to Warehouse Operations.

1.7.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject. Prepares clear data and forwards to the reject monitor.

1.8. REVIEWS DELINQUENT DOCUMENT LISTING:

1.8.1. REVIEWS LISTING. Reviews listing to identify those delinquent documents applicable to Warehouse Operations.

1.8.2. TAKES CORRECTIVE ACTION. Researches to find lost or misplaced document. Forwards to Document Control or reaccomplishes document.

1.9. MONITORS HAZARDOUS WASTE. Assists with the turn in and inspection of hazardous waste. Labels hazardous waste containers and prepares hazardous waste for shipment. Coordinates with the DRMO to dispose of the hazardous waste. Maintains registers, manifests, and related paperwork.

2. BENCH STOCK:

2.1. PERFORMS WEEKLY WALK-THROUGH INVENTORY:

2.1.1. PREPARES FOR INVENTORY. Coordinates with bench stock monitor and obtains uploaded HHT.

2.1.2. INVENTORIES BENCH STOCK. Travels to bench stock location, checks flagged bin, reads bin label with HHT, posts placard, returns HHT, and returns to shop.

2.2. PERFORMS MONTHLY CYCLE INVENTORY:

2.2.1. PREPARES FOR INVENTORY. Coordinates with bench stock monitor to schedule inventory and obtains HHT.

2.2.2. INVENTORIES BENCH STOCK. Inventories bench stock and returns HHT.

2.2.3. REPLACES BIN LABEL. Requests new bin label and replaces missing or unserviceable label.

2.3. PROCESSES CALL-IN EXPEDITE ISSUE REQUEST. Receives request, inputs data into terminal, and pulls item.

2.4. PROCESSES KILL/SUBSTITUTE. Notifies bench stock monitor of substitute item and inputs data into terminal.

2.5. ISSUES PROPERTY:

2.5.1. RETRIEVES PROPERTY. Compares property received with issue or due-out release document and prepares for delivery.

2.5.2. LOADS AND DELIVERS PROPERTY. Loads property and delivers to appropriate shop. Places property of due-out notice in bin, removes flag from bin, signs or obtains signature, and posts placard. Returns and forwards copy to Document Control.

2.6. MAINTAINS BENCH STOCK REVIEW LISTING (SO4):

2.6.1. PERFORMS BENCH STOCK AND STANDARD REPORTING DESIGNATOR REVIEW:

2.6.1.1. REVIEWS SO4 LISTING. Requests, receives, and reviews SO4 listing.

2.6.1.2. CONDUCTS MEETING. Conducts joint meeting with all bench stock monitors to discuss required change.

2.6.1.3. UPDATES LISTING. Inputs change into computer and forwards pen-and-ink changed copy back to the monitor.

2.6.1.4. DISTRIBUTES UPDATED LISTING. Receives and verifies listing and forwards to monitor.

2.6.1.5. PLACES NEW LABEL ON BIN. Receives new label on changed item, travels to bench stock location, places label on bin, and returns.

2.6.2. UPDATES BENCH STOCK DETAIL/DDL. Reviews DDL or received management notice to identify change to bench stock item, runs inquiry to verify information, inputs change into terminal, requests new label, and places new label on bin.

2.6.3. PERFORMS FOLLOW-UP ON UNFAVORABLE DUE-OUT. Receives Bench Stock due-out status listing (R31) and coordinates with Stock Control for follow-up action or to cancel due-outs.

2.7. PROCESSES BENCH STOCK TURN-IN. Prepares turn-in documentation and turns in property to Receiving.

2.8. ESTABLISHES NEW ACCOUNT:

2.8.1. VERIFIES LIST. Receives listing, coordinates with Records Maintenance to have organization shop code loaded, and verifies list of requested item.

2.8.2. INPUTS DATA INTO TERMINAL.

2.8.3. REQUESTS NEW LISTING AND LABEL. Requests new listing and label, forwards listing to new location, and places new label on bin.

2.9. MAINTAINS RECOMMENDED ADD, CHANGE, AND CONSUMPTION LISTING (M04):

2.9.1. PROCESSES M04 LISTING. Forwards add, change, and delete to monitor. Coordinates add and change, obtains proper signature, and inputs required data into terminal. Requests new label, obtains Material Control signature, and forwards copy to appropriate organization.

2.9.2. CHECKS QUANTITY UNIT PACK (QUP). Reviews listing to identify change required to match QUP with authorized quantity. Inputs required change into terminal, requests label, and forwards to location.

2.10. REVIEWS REJECTS LISTING:

2.10.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

2.10.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject, prepares reject clear data, and forwards to reject monitor.

2.11. REVIEWS DELINQUENT DOCUMENT LISTING:

2.11.1. REVIEWS LISTING. Reviews listing to identify those delinquent document's applicable to bench stock.

2.11.2. TAKES CORRECTIVE ACTION. Performs research to locate document and forwards to Document Control or reaccomplishes document.

3. PROCEDURES, ANALYSIS, AND FUNDS:

3.1. MANAGES SUPPLY AND EQUIPMENT BUDGET AND STOCK FUND OPERATING PROGRAM:

3.1.1. MANAGES WEAPONS SYSTEM STOCK FUND PROGRAM:

3.1.1.1. DEVELOPS OR UPDATES STOCK FUND.

3.1.1.2. MONITORS PROGRAM.

3.1.2. REVIEWS AND ANALYZES BASE ORGANIZATION AND MAINTENANCE EXECUTION.

3.1.3. PROVIDES ASSISTANCE TO USING AGENCY.

3.1.4. PREPARES 7402 REPORT. Prepares the monthly and end of fiscal year Air National Guard Supply Requirements and Resources (7402) Budget Report.

3.1.5. PREPARES THE YEARLY 7402 BUDGET REPORT.

3.2. ESTABLISHES ORGANIZATION/SHOP CODE. Receives, coordinates, and processes request to add, change, or delete organization/shop code.

3.3. REVIEWS AUDIT, STAFF ASSISTANCE, AND INSPECTION REPORT. Reviews report, directs the preparation of appropriate replies, and suspenses and monitors follow-up correspondence.

3.4. CONDUCTS SUPPLY SURVEILLANCE:

3.4.1. RESEARCHES AND DEVELOPS/UPDATES CHECKLIST.

3.4.2. CONDUCTS SURVEILLANCE VISIT.

3.4.3. PREPARES REPORT.

3.4.4. CONDUCTS FOLLOW-UP VISIT.

3.4.5. MONITORS REPLY TO DISCREPANCY.

3.5. PERFORMS TREND ANALYSIS:

3.5.1. PERFORMS ROUTINE TREND ANALYSIS:

3.5.1.1. COLLECTS AND REVIEWS SUPPLY MANAGEMENT REPORT. Reviews daily, weekly, monthly, quarterly, semiannually, annually, as required, and local listing.

3.5.1.2. PLOTS DATA.

3.5.1.3. ANALYZES DATA.

3.5.1.4. BRIEFS AND DOCUMENTS RESULT.

3.5.2. PERFORMS AS REQUIRED PROBLEM ANALYSIS:

3.5.2.1. RECEIVES AND REVIEWS REQUEST.

3.5.2.2. COLLECTS DATA.

3.5.2.3. PLOTS DATA.

3.5.2.4. ANALYZES DATA.

3.5.2.5. RECOMMENDS CORRECTIVE ACTION.

3.5.2.6. PERFORMS FOLLOW-UP ON CORRECTIVE ACTION.

3.6. PROVIDES TECHNICAL ADVICE AND GUIDANCE FOR THE SUPPLY ACTIVITY:

3.6.1. MONITORS BASE SUPPLY SPECIAL INTEREST ITEM.

3.6.2. RESOLVES SPECIAL OR TECHNICAL SUPPLY PROBLEM. Coordinates and resolves problems not satisfactorily resolved by the Logistics (LG) Director, operating activities, units, or customer liaison.

3.6.3. REVIEWS, RECOMMENDS, AND DEVELOPS SUPPLY SYSTEM IMPROVEMENT.

3.6.4. INTERPRETS PROCEDURAL CHANGE. Reviews AFMAN 23-110, *USAF Supply Manual*, revisions and advanced documentation; analyzes and assesses impact on supply operation and customers and takes appropriate action.

3.6.5. MONITORS FORCE ACTIVITY DESIGNATOR. Reviews program document, initiates appropriate change, and notifies affected organization.

3.6.6. DEVELOPS AND/OR REVIEWS THE SUPPLY PORTION OF THE HOST TENANT/INTERSERVICE SUPPORT AGREEMENT.

4. CUSTOMER SERVICE AND TRAINING:

4.1. MANAGES IN-HOUSE TRAINING:

4.1.1. CONDUCTS TRAINING VISIT:

4.1.1.1. REVIEWS ON-THE-JOB TRAINING (OJT) RECORD. Reviews OJT record to ensure proper maintenance and evaluates training program.

4.1.1.2. PREPARES REPORT. Identifies discrepancy, recommends corrective action, and prepares report.

4.1.1.3. CONDUCTS FOLLOW-UP. Ensures corrective action is taken.

4.1.2. SCHEDULES FORMAL SUPPLY TRAINING:

4.1.2.1. PROJECTS REQUIREMENT. Obtains individual branch requirement, consolidates into one report, and forwards to Base Formal Training or appropriate agency.

4.1.2.2. RECEIVES CLASS SCHEDULE. Receives and reviews class schedule and coordinates with supervisor and appropriate agency.

4.1.2.3. PROCESSES APPLICATION. Screens applicant for eligibility and forwards selected application to the base training manager or appropriate agency.

4.1.3. CONDUCTS IN-HOUSE TRAINING CLASS:

4.1.3.1. DEVELOPS OR UPDATES LESSON PLAN AND TRAINING AID.

4.1.3.2. SCHEDULES CLASS.

4.1.3.3. CONDUCTS CLASS.

4.1.3.4. DOCUMENTS TRAINING.

4.1.4. RESPONDS TO TRAINING DEFICIENCY.

4.2. MANAGES CUSTOMER TRAINING PROGRAM:

4.2.1. CONDUCTS CUSTOMER TRAINING CLASS:

4.2.1.1. DEVELOPS OR UPDATES LESSON PLAN AND TRAINING AID.

4.2.1.2. SCHEDULES CLASS.

4.2.1.3. CONDUCTS CLASS.

4.2.1.4. DOCUMENTS TRAINING.

4.2.2. INFORMS CUSTOMER OF CHANGE TO SUPPLY DIRECTIVE.

4.2.3 RESPONDS TO TRAINING DEFICIENCY.

4.3. PROVIDES CUSTOMER LIAISON:

4.3.1. RESPONDS TO COMPLAINT OR INQUIRY. Receives and documents complaint or inquiry. Performs investigation, coordinates with appropriate branch, notifies customer of action taken, and follows-up on corrective action taken.

4.3.2. CONDUCTS CUSTOMER ASSISTANCE VISIT. Conducts initial and follow-up visit.

4.3.3. CONDUCTS CUSTOMER ORIENTATION. Arranges for and conducts orientation visit for organizations other than supply for new individuals.

4.3.4. PERFORMS ANALYSIS. Performs analysis of complaint, identifies trend, and forwards to LG Director.

4.4. MANAGES ZERO OVERPRICE PROGRAM:

4.4.1. RECEIVES SUSPECTED PRICE VARIANCE. Receives variance and performs research.

4.4.2. ESTABLISHES FILE. Establishes folder and files.

4.4.3. PREPARES DOCUMENTATION.

4.4.4. PREPARES FOLLOW-UP DOCUMENTATION. Receives price challenge correspondence, notifies customer of action, and takes corrective action or initiates correspondence for reverse post action.

5. INVENTORY:

5.1. MAINTAINS MASTER INVENTORY SCHEDULE. Prepares, coordinates, and forwards master inventory schedule to Computer Support Base (CSB) and Supply branches.

5.2. CONDUCTS MUNITIONS INVENTORY:

5.2.1. CONDUCTS SERVICEABLE MUNITIONS INVENTORY:

5.2.1.1. CONDUCTS WAREHOUSE INVENTORY:

5.2.1.1.1. PREPARES FOR INVENTORY. Coordinates with munitions custodian. Receives and reviews inventory card count listing.

5.2.1.1.2. INVENTORIES PROPERTY. Travels to location, counts property, annotates card count inventory, and returns.

5.2.1.1.3. INPUTS DATA INTO TERMINAL.

5.2.1.2. CONDUCTS SUPPLY POINT INVENTORY:

5.2.1.2.1. PREPARES FOR INVENTORY. Coordinates with supply point custodian. Receives and reviews supply point listing.

5.2.1.2.2. INVENTORIES PROPERTY. Travels to location, counts property, annotates supply point listing, and returns.

5.2.1.2.3. INPUTS DATA INTO TERMINAL.

5.2.1.2.4. OBTAINS AUTHENTICATION.

5.2.2. CONDUCTS UNSERVICEABLE MUNITIONS INVENTORY:

5.2.2.1. PREPARES FOR INVENTORY. Coordinates with supply point custodian. Receives, reviews, and annotates DIFM listing.

5.2.2.2. INVENTORIES PROPERTY. Travels to warehouse, counts property, annotates DIFM listing, and returns.

5.2.2.3. INPUTS DATA INTO TERMINAL.

5.2.2.4. OBTAINS AUTHENTICATION.

5.3. CONDUCTS COMPLETE AND/OR SAMPLE INVENTORY (TO INCLUDE CLASSIFIED, COMMUNICATIONS SECURITY (COMSEC), AND SENSITIVE ITEM).

5.3.1. PREPARES FOR INVENTORY. Notifies warehouse and sections. Marks area schedules for inventory. Prepares and submits parameter documentation for affected area. Receives and reviews listing. Picks up LOGMARS HHT and travels to (and from) location.

5.3.2. INVENTORIES PROPERTY. Reads label using HHT and manually counts property.

5.3.3. PREPARES RECAP SHEET. Prepares inventory recap sheet and adjusts inventory account.

5.3.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data on reject. Clears reject and/or initiates reverse post action.

5.3.5. PROCESSES INVENTORY REVERSAL. Requests for inventory reversal, coordinates with affected area, and reschedules.

5.4. CONDUCTS SELECTED INVESTMENT ITEM INVENTORY:

5.4.1. PERFORMS CRITICAL ITEM INVENTORY. Receives depot selected critical item inventory notice, freezes item record, travels to location, counts Air Force Material Command (AFMC) selected critical items, and returns.

5.4.2. INPUTS DATA INTO TERMINAL. Inputs quantity and inventory data into terminal.

5.5. CONDUCTS DIFM ASSET INVENTORY. Receives DIFM asset inventory, counts DIFM items, verifies against listing, and obtains signature of shop supervisor.

5.6. CONDUCTS WEAPONS INVENTORY:

5.6.1. PREPARES FOR INVENTORY. Prepares AF Form 2011, Base Supply Special Automated Data Processing Equipment (ADPE) Work Request, requesting report. Receives and reviews listing. Inputs weapon control data into terminal and receives serial number weapon control listing.

5.6.2. INVENTORIES PROPERTY. Travels to storage location, counts property, annotates quantity, and returns.

5.6.3. PREPARES REQUIRED DOCUMENTATION AND OBTAINS SIGNATURE.

5.7. CONDUCTS SPECIAL INVENTORY:

5.7.1. PREPARES FOR INVENTORY. Prepares special inventory input to freeze item record and obtains bin location on SND.

5.7.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

5.7.3. CONDUCTS PHYSICAL SEARCH. Conducts search and/or contacts shop to determine if item has been received or is out of stock.

5.7.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data and reject. Clears reject and or initiates reverse post action.

5.8. CONDUCTS SUPPLY POINT INVENTORY:

5.8.1. PREPARES FOR INVENTORY. Notifies warehouse and affected sections and prepares parameter documentation. Receives and reviews listing.

5.8.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

5.8.3. INPUTS INVENTORY COUNT INTO TERMINAL.

5.8.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data on reject. Clears reject and/or initiates reverse post action.

5.8.5. PREPARES RECAP SHEET. Prepares inventory recap sheet and adjusts inventory count.

5.9. CONDUCTS INVENTORY ADJUSTMENT ANALYSIS. Receives monthly inventory document (M10). Conducts , in conjunction with Analysis section, a monthly analysis of inventory adjustment. Obtains signature and distributes listing. Prepares inventory adjustment letter.

5.10. CONDUCTS DATE OF LAST INVENTORY:

5.10.1. PREPARES FOR INVENTORY.

5.10.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

5.10.3. RESEARCHES INDICATOR PROBLEM AREA.

5.10.4. INPUTS ADJUSTED DATA INTO TERMINAL.

5.11. REVIEWS REJECT LISTING:

5.11.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

5.11.2. TAKES CORRECTIVE ACTION. Annotates reject listing indicating corrective action taken or prepares reject clear data.

5.12. REVIEWS DELINQUENT DOCUMENT LISTING:

5.12.1. REVIEWS LISTING. Reviews delinquent document listing for discrepancy.

5.12.2. TAKES CORRECTIVE ACTION. Annotates delinquent document listing indicating corrective action taken.

6. DOCUMENT CONTROL:

6.1. PROCESSES SOURCE DOCUMENT:

6.1.1. RECEIVES AND REVIEWS SOURCE DOCUMENT. Arranges in sequence and edits for proper authentication and inspector's verification. Verifies that each document control file has a corresponding source document and suspenses unmatched document.

6.1.2. RESEARCHES DOCUMENT ERROR. Reviews daily transaction register (DO6) and coordinates problem with appropriate supervisor.

6.1.3. INITIATES REVERSE POST ACTION. Prepares documentation for nonmatched document, inputs into terminal, obtains output, and matches output against document control file.

6.2. MAINTAINS DELINQUENT DOCUMENT LISTING:

6.2.1. PREPARES DOCUMENT LISTING. Prepares, reviews, and annotates daily delinquent document list.

6.2.2. OBTAINS SOURCE DOCUMENT. Manually reconstructs source document, matches against document control file, certifies file, and obtains appropriate signature.

6.2.3. PREPARES SOURCE DOCUMENT. Verifies accuracy and completeness and files report.

6.3. MAINTAINS ACCOUNTABLE DOCUMENT:

6.3.1. PROCESSES "F" OR "D" CODE DOCUMENT. Verifies "F" and "D" coded document with Document Control Image listing. Separates, stamps, and files "F" coded source document, or destroys "D" coded document.

6.3.2. FILES ACCOUNTABLE REPORT. Verifies accuracy and completeness and files report.

6.3.3. FILES CUSTOMER AUTHORIZATION LIST. Updates, distributes, and files customer authorization list.

6.4. MAINTAINS SHIPMENT SUSPENSE FILE:

6.4.1. PROCESSES SHIPMENT SUSPENSE NOTICE. Receives completed suspensed action from Traffic Management Office (TMO) and inputs data into terminal.

6.4.2. MONITORS DELINQUENT SHIPMENT LISTING. Compares listing against suspense document and forwards to TMO.

6.5. PROCESSES TRANSPORTATION TRACER (TAR) LIST:

6.5.1. SCREENS TAR LIST. Compares TAR listing against receipt source document file, annotates listing, and forwards to Stock Control.

6.5.2. PROCESSES TRACER RECONCILIATION LIST. Compares against source document, annotates receipt on listing, and distributes.

6.6. PROCESSES LP FOLLOW-UP LISTING. Compares listing against received source document, annotates receipt on listing, and distributes.

6.7. MAINTAINS WEAPON CONTROL FILE:

6.7.1. UPDATES WEAPON CONTROL FILE. Receives weapon control report listing and corresponding transaction data, verifies document for accuracy, and inputs weapon serial number into weapon control file and weapon control report.

6.7.2. PROOFREADS WEAPON CONTROL REPORT AND BASE WEAPON CONTROL CARD (1WC) DATA.

6.7.3. PREPARES DATA FOR TRANSMISSION:

6.7.3.1. SEQUENCES DOCUMENT. Sequences document by document number and assembles and inputs weapon control report (DSM) data.

6.7.3.2. PREPARES DATA MESSAGE. Prepares and forwards data message and batched DSM data.

6.7.4. MONITORS REPORT. Receives and reviews AFMC monthly transaction register for stock number/account number and files or destroys.

6.7.5. MONITORS WEAPONS ACCOUNT:

6.7.5.1. RECEIVES TRANSFER/ISSUE NOTICE. Receives weapons account notice and compares transfer against issue inventory.

6.7.5.2. MAINTAINS ACTIVE WEAPON FILE. Removes and files deleted active weapon documentation.

6.7.5.3. PROCESSES ACTIVE FILE. Removes active document and prepares for transmission to CSB.

6.7.6. MONITORS WEAPON INVENTORY LISTING (R46):

6.7.6.1. RECEIVES LISTING. Receives listing, researches error, and files returned duplicate active weapon file.

6.7.6.2. CREATES NEW DOCUMENT TO CORRECT ERROR.

6.7.6.3. RECONCILES ERROR. Coordinates with host base to reconcile error.

6.7.7. PERFORMS WEAPON RECONCILIATION:

6.7.7.1. RECEIVES LISTING. Receives reconciliation listing with weapon control report data, matches against active weapon control file, and counts small arms reject/recon card Document Source Record document.

6.7.7.2. PREPARES AND FORWARDS WEAPON FILE FOR TRANSMISSION TO ITEM MANAGER (IM).

6.7.7.3. RECONCILES DISCREPANCY. Receives weapon discrepancy listing, compares against weapon control file, and transmits corrected data.

6.7.7.4. PREPARES WEAPON FILE. Prepares weapon file and forwards to CSB.

6.7.8. VERIFIES WEAPON INVENTORY:

6.7.8.1. RECEIVES INVENTORY. Receives certified physical inventory, verifies signature, and files.

6.7.8.2. PREPARES AND FORWARDS WEAPON FILE FOR TRANSMISSION TO CSB.

6.7.9. MAINTAINS AUTHORIZATION FILE. Receives, validates, and files authorization letter.

6.8. MAINTAINS COMSEC CONTROL FILE:

6.8.1. MAINTAINS COMSEC CONTROL CARD. Updates and files COMSEC active and history data.

6.8.2. PROCESSES COMSEC VALIDATION LISTING. Reviews for completeness, corrects discrepancy, and processes reconciliation.

6.8.3. PROCESSES PERIODIC SERIAL NUMBER INVENTORY.

6.9. REVIEWS REJECT LISTING:

6.9.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

6.9.2. TAKES CORRECTIVE ACTION. Annotates reject listing indicating corrective action taken or prepares reject clear data.

7. COMPUTER OPERATIONS:

7.1. MANAGES COMPUTER SYSTEM:

7.1.1. PROVIDES TECHNICAL ADVICE. Advises management and users concerning problems and utilization of supply computer systems.

7.1.2. SCHEDULES SUPPLY TERMINAL OPERATION. Coordinates initialization and establishes and coordinates schedule for supply terminal operation.

7.1.3. MONITORS DISCREPANCY REPORT (DIREP):

7.1.3.1. PROCESSES DIREP. Receives and reviews DIREP, researches for validity, submits DIREP, and performs follow-up.

7.1.3.2. MAINTAINS WORLDWIDE AND LOCAL DIREP. Analyzes list and coordinates with affected branch.

7.1.3.3. DEVELOPS WORK-AROUND PROCEDURE.

7.1.4. RESOLVES HARDWARE OR COMMUNICATION PROBLEM. Coordinates with appropriate agency to resolve problem.

7.1.5. MANAGES TERMINAL SECURITY:

7.1.5.1. PREPARES OR UPDATES ACCESS REPORT. Prepares or updates and submits access report.

7.1.5.2. MONITORS BASE SUPPLY SURVEILLANCE REPORT. Reviews report to ensure unauthorized entries are not made. If problems are identified, researches and documents listing, and obtains proper signature.

7.1.6. BRIEFS ADVANCED NOTICE OF SOFTWARE RELEASE. Reviews listing and briefs on new software release.

7.1.7. MONITORS PREVENTIVE MAINTENANCE. Ensures proper maintenance is performed on all equipment assigned to Supply.

7.1.8. TRAINS PERSONNEL ON PREVENTIVE MAINTENANCE. Trains supply personnel on operational maintenance.

7.1.9. TRAINS PERSONNEL ON SUPPLY COMPUTER SYSTEM.

7.2. MANAGES REPORT GENERATION:

7.2.1. COORDINATES REPORT REQUIREMENT FORECAST. Receives, reviews, and distributes report to branches. Verifies and forwards to CSB.

7.2.2. GENERATES LOCAL REPORT:

7.2.2.1. RECEIVES ADPE WORK REQUEST. Receives and evaluates work request.

7.2.2.2. DESIGNS MANAGEMENT PRODUCT. Designs management product using Query Language Processor or Supply Utility Report Generator. Designs internal management product.

7.2.2.3. FORWARDS TO CSB. Forwards ADPE work request to CSB if product cannot be designed locally.

7.2.2.4. TESTS PROGRAM. Tests program, modifies as required, and processes.

7.2.3. PERFORMS FOLLOW-UP. Performs follow-up on report not received from CSB.

7.3. MANAGES POST-POST PROCEDURES:

7.3.1. REPORTS DOWNTIME. Documents and reports estimated downtime and associated problem.

7.3.2. CONDUCTS BRIEFING. Briefs branches on which phase to operate.

7.3.3. CONDUCTS MEETING. Conducts meeting with post-post team.

7.3.4. MONITORS SEQUENCING OF POST-POST TRANSACTION.

7.3.5. MONITORS PROCESSING OF POST-POST RECOVERY.

7.3.6. PERFORMS POST-POST ANALYSIS. Annotates problems that occur during post-post and analyzes to derive at recommended solutions. Drafts analysis letter and forwards to appropriate activities.

7.3.7. BRIEFS PROBLEM. Briefs Management and Systems officer on events and problems and recommends solution.

7.4. OPERATES COMPUTER EQUIPMENT:

7.4.1. INPUTS DATA. Inputs data into terminal through source/creation document.

7.4.2. PERFORMS QUALITY ASSURANCE. Performs quality assurance of input and output documents.

7.4.3. SORTS DOCUMENT. Sorts and distributes remote output product.

7.4.4. MANAGES LOGMARS EQUIPMENT:

7.4.4.1. PROGRAM HHT. Uploads and clears HHT and issues to user.

7.4.4.2. DOWNLOADS HHT. Receives HHT from user, downloads memory data, keys in appropriate program/instructions, and processes required program.

7.4.4.3. RECHARGES BATTERY. Recharges battery of HHT.

7.4.4.4. PROVIDES HHT TRAINING. Trains personnel in operation of the HHT.

7.4.4.5. ANALYZES AND RESOLVES LOGMARS PROBLEM.

7.4.4.6. PRINTS BIN LABEL.

7.4.5. OPERATES/MAINTAINS COMBAT SUPPLY SYSTEM:

7.4.5.1. PREPARES FOR DEPLOYMENT. Palletizes and depalletizes equipment.

7.4.5.2. TESTS EQUIPMENT. Tests equipment to ensure operational readiness.

7.4.5.3. LOADS NEW SOFTWARE.

7.4.5.4. ANALYZES AND RESOLVES PROBLEM.

7.4.5.5. TRAINS NEW PERSONNEL.

7.4.6. DESIGNS INTERNAL MANAGEMENT PRODUCT (RUNSTREAM).

7.5. PROCESSES COMPUTER OUTPUT PRODUCT:

7.5.1. PICKS UP COMPUTER PRODUCT. Picks up computer output product from CSB/data delivery point and reviews for completion.

7.5.2. SORTS PRODUCT. Reviews for completeness, separates, and distributes computer product to appropriate supply and customer location.

7.5.3. COORDINATES LISTING REQUIREMENT. Receives and reviews Print File Control Master List, and coordinates number of copies with Supply branch, CSB, or on-base data service.

7.5.4. DECOLLATES COMPUTER PRODUCT.

8. EQUIPMENT MANAGEMENT:

8.1. PROCESSES EQUIPMENT REQUEST FOR ISSUE:

8.1.1. RECEIVES EQUIPMENT REQUEST. Receives equipment request from custodian, checks accuracy, and logs information on Equipment Control Register. Assigns control number, assigns suspense date, removes one copy, and files in suspense.

8.1.2. RESEARCHES AND VALIDATES REQUEST. Provides assistance to customer. Checks Table of Allowance (TA) and Allowance Source Code (ASC) listing and prepares data for input into terminal. Ensures proper coordination and approval. Prepares input to computer for approved equipment request, signs form, and forwards incorrect request to originator. If rental, reviews request for purchase to ensure adequate information is available and logs equipment request on AF Form 600, Equipment Control Register. Maintains rental folders and, if applicable, ensures contract is validated. Attaches one copy of DOD single line item release/receipt document and forwards to centralized point for distribution.

8.1.3. INPUTS INTO TERMINAL. Inputs data into terminal and obtains output document.

8.1.4. RETURNS COMPLETED DOCUMENT. Annotates completion on log and returns completed copy to custodian. Files supporting documentation.

8.2. PROCESSES EQUIPMENT REQUEST FOR NEW AUTHORIZATION:

8.2.1. EVALUATES EQUIPMENT REQUEST. Receives, evaluates, recommends action, and forwards to appropriate agency. Files one copy in suspense, notifies custodian of action taken, and follows-up as required.

8.2.2. RECEIVES RESPONSE:

8.2.2.1. RECEIVES APPROVED EQUIPMENT REQUEST. Receives approved AF Form 601, Equipment Action Request, from agency; removes suspense copy from file, prepares input for computer, inputs into terminal, completes log, and notifies custodian of action taken.

8.2.2.2. RECEIVES DISAPPROVED EQUIPMENT REQUEST. Receives command directed equipment action, assigns control number and suspense date, prepares computer input, inputs into terminal during post-post, completes log, notifies custodian of action taken, and files supporting documentation.

8.3. PROCESSES COMMAND-DIRECTED EQUIPMENT ACTION. Receives command directed equipment action and assigns control number and suspense date. Prepares computer input, inputs into terminal during post-post, completes log, notifies custodian of action taken, and files supporting documentation.

8.4. PROCESSES EQUIPMENT TURN-IN. Receives equipment request for turn-in, prepares turn-in document, and carries document to Pick-Up and Delivery area, and completes log. If post-post, forwards documentation to Pick-Up and Delivery, maintains suspense copy of turn-in, reviews appropriate documentation to assure processing, and completes log.

8.5. PROCESSES INTER- AND INTRA-COMMAND LOANED EQUIPMENT REQUEST. Receives request, processes and forwards to command, maintains supporting documentation, and provides custodian with a copy of source document with output documentation. Monitors the expiration date or loan and initiates follow-up action as required.

8.6. PROCESSES EQUIPMENT REQUEST FOR REPAIR AND RETURN (RAR). Coordinates with appropriate agency, prepares and inputs RAR, reviews output document, and forwards to applicable section.

8.7. PROCESSES EQUIPMENT TRANSFER. Receives request from gaining custodian. Obtains additional information from custodian if required. Validates authorization in TA. Inputs data into terminal. Calls custodian and obtains signature on output document. Forwards copy to Document Control. Distributes/files other copy.

8.8. PROCESSES TRANSFER/RECEIPT OF PROPERTY ACCOUNTABILITY. Reviews New Item Record Load/Establishment of Special Purpose Recoverable Authorized Maintenance (SPRAM) Accountability source

document to ensure compatibility with account to gaining activity and processes input. Coordinates with custodian and obtains signature.

8.9. DROPS OR PICKS UP ACCOUNTABILITY OF ITEM. Reviews management notice and inputs drop or pickup accountability data into terminal. Submits request for verification of Expendability, Recoverability, and Repairability Code.

8.10. MANAGES EQUIPMENT ACCOUNT:

8.10.1. ORIENTATES CUSTODIAN. Reviews appointment letter, notifies Training section of required training, and briefs custodian.

8.10.2. ASSISTS IN FORMAL TRAINING. Assists Training section in the formal training of equipment account custodian. Files training certificate and annotates custodian authorization file.

8.10.3. ISSUES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL) LISTING:

8.10.3.1. REQUESTS LISTING/LABEL. Prepares source document to request new CA/CRL label from ADPE work center.

8.10.3.2. PROCESSES LISTING/LABEL. Separates listing, prepares and attaches cover letter/label, assigns suspense date, forwards to custodian, retains one copy in suspense file, and performs follow-up action. Provides assistance if requested.

8.10.3.3. VERIFIES SIGNATURE ELEMENT. Verifies that signature element is that of the appropriate custodian or alternate on designation letter.

8.10.3.4. REVIEWS CUSTODY RECEIPT FOLDER. Performs review of custodial receipt folder and Supply jacket files.

8.11. MAINTAINS EQUIPMENT OUT-OF-BALANCE LIST. Receives and reviews equipment out-of-balance listing. Annotates action required by each custodian and maintains listing. Contacts custodian by telephone or letter on action required. Performs follow-up. Updates out-of-balance entry as action is taken to rectify out-of-balance condition.

8.12. MAINTAINS EQUIPMENT EXCESS LIST. Receives and reviews equipment excess listing. Annotates action required by each custodian and maintains listing. Contacts custodian by telephone or letter on action required. Performs follow-up. Updates excess entry as action is taken to rectify out-of-balance condition.

8.13. MAINTAINS TA:

8.13.1. REVIEWS TA. Receives updated TA, posts AFR 0-10, suspenses TA review, and requests ASC listing Q09 for TA number. Reviews Q09 and 002 for change to TA, reviews all special allowance flags, and initiates corrective action. Checks each entry for change or updates and maintains TA in file until next update. Maintains current copy of ASC listing.

8.13.2. PREPARES UPDATE. Prepares and inputs each change, assigns control number from equipment log, annotates Q09 listing with change, and notifies appropriate custodian.

8.14. PROCESSES EQUIPMENT IDENTITY CHANGE. Processes equipment identity change upon notification of reidentified or misidentified item. Obtains appropriate approval and ensures completed document is forwarded to Document Control.

8.15. MONITORS LOAN OF EQUIPMENT TO NON-AIR FORCE AGENCY. Monitors terms of formal loan agreement and processes documentation to command. Coordinates and follows-up with appropriate agency.

8.16. CLEARS DEPARTING PERSONNEL. Clears departing personnel by checking custodial listing to ensure that personnel departing Permanent Change of Station or separating are not account custodians. Notifies commander if personnel are still liable and signs clearance sheet if no liability is determined.

8.17. MAINTAINS EQUIPMENT REPORTING SYSTEM:

8.17.1. PROCESSES EQUIPMENT TRANSACTION REPORTING SYSTEM. Receives equipment transaction report. Verifies and researches discrepancy. Coordinates Stock Record Account Number D16 change with CSB.

8.17.2. REVIEWS AND PROCESSES USAF EQUIPMENT DATA BANK (A-C008.-B01-MZ-VR6). Receives and reviews monthly data bank report. Prepares and inputs change. Notifies customer of corrective action taken.

8.18. MANAGES REGISTERED EQUIPMENT (REM):

8.18.1. COORDINATES REDISTRIBUTION AND DISPOSAL. Coordinates and processes documentation for REM item to be shipped off base or transferred to DRMO.

8.18.2. FURNISHES DISPOSITION INFORMATION. Furnishes copy of required documentation to AFMC IM or major command (MAJCOM) as applicable.

8.18.3. PROCESSES DEPOT REPAIR ACTION.

8.18.4. PROCESSES VEHICLE RECEIPT:

8.18.4.1. RECEIVES NOTIFICATION. Receives advance notification of vehicle shipment and files.

8.18.4.2. ISSUES VEHICLE. Upon receipt of vehicle, compares vehicle identification information between advance notification and accompanying documentation. Coordinates with Transportation, processes special requisition of a receipt not due-in to receive a vehicle, and processes issue.

8.18.4.3. CORRECTS DISCREPANCY. Contacts higher headquarters when discrepancy exists and processes correction.

8.18.4.4. NOTIFIES COMMAND. Drafts notification of vehicle receipt or shipment. Forwards notification to command. Provides notification to Air Logistics Center for new vehicle receipt.

8.18.5. UPDATES VEHICLE AUTHORIZATION RECORD. Reviews vehicle authorization listing, verifies price and authorization, and forwards copy to Transportation.

8.18.6. REVIEWS PRIORITY BUY PROGRAM. Reviews vehicle requirement, coordinates with Transportation, and identifies vehicle eligible for replacement. Annotates the Interchangeable/Substitute (I&S) master (Prime) National Stock Number (NSN), the nomenclature, and standard price for I&S master. Determines shortage and vehicle due in.

8.18.7. PROCESSES VEHICLE INTEGRATED MANAGEMENT SYSTEM (VIMS). Ensures processing and receives VIMS monthly update. Validates and forwards to Transportation Reports and Analysis branch for

VIMS processing. Receives validated update from Transportation, inputs data into terminal, receives output notice, quality checks, and files. Reconciles discrepancy with Transportation.

8.18.8. ATTENDS VEHICLE AUTHORIZATION/UTILIZATION BOARD (VAUB). Attends VAUB meeting to provide technical advice.

8.19. MAINTAINS SPRAM ASSET:

8.19.1. ESTABLISHES SPRAM ACCOUNT FILE. Creates folder, files letter from commander, and files request.

8.19.2. LOADS SPRAM DETAIL RECORD. Receives, reviews, and validates SPRAM action request; adds, deletes, or changes detail record and files request.

8.19.3. PROVIDES CUSTODIAN WITH SPRAM CA/CRL. Separates report and distributes.

8.19.4. REVIEWS SPRAM CUSTODIAN WITH ACCOUNT FOLDER. Reviews account folder and verifies signature.

8.19.5. ASSISTS IN FORMAL TRAINING. Assists Training section in the SPRAM formal training.

8.20. CONDUCTS STAFF ASSISTANCE/ADVISORY VISIT (SAV). Travels to location, performs requested SAV, and returns.

8.21. ASSISTS IN THE PREPARATION OF THE EQUIPMENT BUDGET FORECAST (RCS: ANG/LGS(SA) 7402). Validates and edits listing, ensures correct format, and prepares narrative.

8.22. REVIEWS REJECT LISTING:

8.22.1 REVIEWS LISTING. Reviews daily reject listing and identifies applicable discrepancies.

8.22.2. TAKES CORRECTIVE ACTION. Researches discrepancy, annotates reject listing indicating corrective action taken, and prepares reject clear card.

8.23. REVIEWS DELINQUENT DOCUMENT LISTING:

8.23.1. REVIEWS LISTING. Reviews listing and identifies delinquent document applicable to Equipment Management.

8.23.2. TAKES CORRECTIVE ACTION. Researches discrepancy and annotates delinquent listing indicating corrective action to be taken.

9. STOCK CONTROL:

9.1. MANAGES SPECIAL LEVEL PROGRAM:

9.1.1. REVIEWS SPECIAL LEVEL REQUEST. Receives request, verifies accuracy and completeness, determines level of approval, level justification code, and type level code.

9.1.2. PROCESSES REQUEST. Prepares input in 1F3 'L' format, inputs into terminal, obtains output, records output on adjusted stock level (AF Form 1996), forwards copy for approval, and files copy in suspense file.

9.1.3. PROCESSES APPROVAL/DISAPPROVAL RESPONSE:

9.1.3.1. PROCESSES APPROVED SPECIAL LEVEL. Prepares input in 1F3 'A' format, inputs data into terminal, obtains output, establishes file, and distributes data.

9.1.3.2. PROCESSES DISAPPROVED DELETED SPECIAL LEVEL. Prepares input in 1F3 'D' format, inputs data into terminal, obtains output, and annotates and forwards AF Form 1996, Adjusted Stock Level, to requesting unit.

9.1.4. PROCESSES SPECIAL LEVEL VALIDATION:

9.1.4.1. PERFORMS SPECIAL LEVEL VALIDATION REVIEW. Prepares base supply special ADPM work request and forwards to the CSB, receives and reviews special level review and 1F3 'V' file, and distributes special level review to appropriate agency.

9.1.4.2. PROCESSES APPROVED, CHANGED, OR DELETED REQUIREMENT. Prepares and processes (1F3 'V'/'C'/'D') data into terminal and files or deletes 1F3'V' quantity and reinitiates.

9.1.5. MONITORS INITIAL SPARES SUPPORT LIST (ISSL). Prepares and uploads ISSL file. Reviews R09 ISSL/Follow-on Spares Support List listing. Deletes ISSL as required.

9.2. MANAGES EXCEPTION CODE:

9.2.1. PROCESSES FORCED EXCEPTION CODE:

9.2.1.1. PREPARES FORCED EXCESS EXCEPTION CODE. Reviews management notice or listing, prepares forced excess exception code input data into terminal, and obtains output.

9.2.1.2. MONITORS EXCESS EXCEPTION CODE. Initiates input to add or delete excess exception code on the item record.

9.2.2. PROCESSES SHIPMENT EXCEPTION CODE:

9.2.2.1. PREPARES SHIPMENT EXCEPTION CODE. Reviews management notice or listing, prepares shipment excess, inputs data into terminal, and obtains output.

9.2.2.2. MONITORS SHIPMENT EXCEPTION CODE. Initiates input to add or delete shipment exception code on the item record.

9.2.3. PROCESSES ISSUE EXCEPTION CODE:

9.2.3.1. PREPARES ISSUE EXCEPTION CODE. Reviews management notice or listing, prepares data, inputs data into terminal, and obtains output.

9.2.3.2. MONITORS ISSUE EXCEPTION CODE. Initiates input to add or delete issue exception code on the item record.

9.2.4. PROCESSES REQUISITION EXCEPTION CODE:

9.2.4.1. PREPARES REQUISITION EXCEPTION CODE. Reviews management notice of listing, prepares data, inputs data into terminal, and obtains output.

9.2.4.2. MONITORS REQUISITION EXCEPTION CODE. Initiates input to add or delete issue exception code on the item record.

9.2.5. MONITORS REPORT OF EXCEPTION CODE:

9.2.5.1. REVIEWS MESSAGE. Reviews message from other sources to determine if reported item can be used to fill base requirement.

9.2.5.2. PREPARES REPLY. Prepares reply to message, letter, or query.

9.2.6. MONITORS ATTRITION OF ITEM IN STOCK. Deletes demand data on items declared excess and assigns a Requisition Exception Code to the item record.

9.2.7. PROCESSES PROPERTY TRANSFER:

9.2.7.1. INITIATES PROPERTY TRANSFER SHIPMENT. Prepares input document, enters data into terminal, obtains output, and forwards to warehouse.

9.2.7.2. PROCESSES PROPERTY TRANSFER RECEIVED. Receives and reviews work order, prepares requisition, assigns off-line document number, and forwards to customer.

9.2.7.3. PROCESSES REDISTRIBUTION ORDER (RDO) INACCESSIBLE ASSET NOTICE. Receives RDO request, inquires system, obtains product, and submits and transceives denial card.

9.2.8. MANAGES COMMAND EXCESS REDISTRIBUTION SYSTEM (CEERS) PROGRAM:

9.2.8.1. PROCESSES CEERS REPORT/CARD LIST. Screens Fund Requirement Format (FRC)/Forced Excess file, forwards to appropriate agency, and inputs data into terminal.

9.2.8.2. SCREENS CEERS CATALOG. Screens and forwards copy to supported organization for possible redistribution of excess asset.

9.3. PROCESSES SUPPLY DIFFICULTY/ASSISTANCE:

9.3.1. REVIEWS REQUEST AND RESEARCHES SUPPLY STATUS.

9.3.2. PREPARES MESSAGE. Collects data, prepares message for unacceptable status on supply item, transmits to appropriate agency, and annotates log.

9.3.3. PERFORMS FOLLOW-UP ON DELINQUENT RESPONSE.

9.3.4. RECEIVES MESSAGE. Receives message on supply status, evaluates response, annotates log, and forwards to requesting organization.

9.4. PROCESSES WASH POST REQUEST:

9.4.1. VERIFIES WASH POST REQUEST. Verifies validity, certifies request, assigns off-line requisition number, and annotates register.

9.4.2. INPUTS WASH POST REQUEST. Prepares input, keys into terminal, obtains output, attaches documentation, and forwards to contracting.

9.4.3. PREPARES WASH POST OUTPUT. Receives status, prepares input, and distributes output.

9.5. PROCESSES LOCAL PURCHASE (LP) REQUEST:

9.5.1. RECEIVES LP REQUEST. Receives requisition, obtains supporting documentation, coordinates, and forwards to contracting.

9.5.2. PREPARES LP PURCHASE OUTPUT. Receives status, prepares input, and distributes output.

9.5.3. PURGES AND VERIFIES TRAVELING PURCHASE REQUEST.

9.5.4. PERFORMS LP FOLLOW-UP. Researches reoccurring discrepancy and annotates listing.

9.6. MAINTAINS FRC FILE:

9.6.1. RECEIVES FRC. Coordinates requirement with manager and files.

9.6.2. PROCESSES FUND REQUIREMENT FILE/UPDATE/ANALYSIS/REPORT.

9.7. MANAGES STATUS FOR REQUIREMENT:

9.7.1. SCREENS DUE-OUT/DUE-IN LISTING. Receives and reviews listing. Ensures due-outs have due-ins and due-ins have valid status meeting MILSTRIP time frames. Performs follow-up as required.

9.7.2. UPDATES STATUS:

9.7.2.1. PROCESSES REQUISITION STATUS FROM SOURCE OF SUPPLY. Prepares and inputs status received from source of supply via narrative message or telecon.

9.7.2.2. UPDATES DEPOT GENERATED CANCELLATION. Receives and reviews depot generated cancellation, determines action to be taken, and coordinates with IM, technician, production specialist, and customer.

9.8. INITIATES DUE-OUT CANCELLATION. Receives request, prepares input, and enters data into terminal.

9.9. MONITORS TAR LISTING. (Receipt acknowledge error list, exception action list, consolidated shipment error list, parcel post tracer list, and transportation action required list.)

9.9.1. REVIEWS TAR LISTING.

9.9.2. SCREENS LISTING. Screens listing for classified and COMSEC item and detail valued at less than $100.00.

9.9.3. SUSPENSES COPY. Suspenses copies one and two of listing to Document Control and Transportation for their review and annotation/action.

9.9.4. COORDINATES WITH TMO. Coordinates with TMO in tracing those shipments identified on the listing which can be traced.

9.9.5. VALIDATES PROCESS. Performs research in the transaction history register (D06) to determine whether the receipts were processed correctly.

9.9.6. INPUTS TAR DATA INTO TERMINAL AND SUSPENSES.

9.9.7. PREPARES ROD:

9.9.7.1. REVIEWS ROD LISTING.

9.9.7.2. PREPARES ROD. Prepares ROD, files copy, and inputs TAR data into terminal.

9.9.7.3. PERFORMS FOLLOW-UP. Removes TAR data and annotates listing.

9.9.7.4. PROCESSES RESPONSE FROM DEPOT. Receives ROD response back from depot, inputs data into terminal, and sends to CSB.

9.10. PROCESSES SPECIAL REQUISITION (SPR):

9.10.1. PROCESSES LATERAL. Coordinates lateral support with other bases, annotates off-line document register, and keys SPR into remote.

9.10.2. PROCESSES IN-LINE SPR. Prepares data and inputs into terminal.

9.10.3. PROCESSES OFF-LINE SPR. Receives request, annotates control register, prepares data, and inputs data into terminal.

9.10.4. PROCESSES INDICATOR "R" SPR. Receives request, inputs data into terminal, prepares justification, obtains signature, and files.

9.11. MONITORS MATERIEL DEFICIENCY REPORT. Receives report, coordinates with affected agencies, monitors required follow-up action, prepares input into terminal upon receipt of final disposition instruction, and files completed action.

9.12. REVIEWS NUMERIC PARTS PREFERENCE CODE. Reviews numeric parts preference code 2, 3, 5, or 9; performs research and coordinates; prepares input to set up item record for deletion, loads replacing NSN, and prepares transfer to depot or DRMO.

9.13. COORDINATES STANDARD REPORTING DESIGNATOR (SRD) UPLOAD:

9.13.1. UPLOADS SRD.

9.13.2. REVIEWS SRD LISTING.

9.13.3. PERFORMS ANNUAL VALIDATION.

9.14. COORDINATES ON MATERIAL OBLIGATION VALIDATION REVIEW.

9.15. REVIEWS REJECT LISTING:

9.15.1. REVIEWS LISTING. Reviews daily reject listing and identifies applicable discrepancy.

9.15.2. CLEARS REJECT. Researches discrepancy and annotates reject listing indicating corrective action taken. Prepares reject clear card.

10. RETAIL SALES:

10.1. PREPARES CLOTHING RECORD:

10.1.1. PREPARES PERSONAL CLOTHING RECORD.

10.1.2. PREPARES ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD.

10.2. ISSUES CLOTHING. Receives, validates, and backorders request; pulls clothing from stock, annotates record, obtains customer signature, and processes turn-in of like clothing item. Prepares data, inputs data in terminal, and receives output.

10.3. PREPARES PAY VOUCHER. Assigns off-line document number, obtains certification, and forwards to Accounting and Finance. Annotates clothing record and suspenses pay voucher.

10.4. VERIFIES FLYING/HAZARDOUS DUTY STATUS. Verifies and maintains file of personnel on flying status/hazardous duty. Screens active/inactive ASC list. Annotates record with ASC. Notifies customer to return property if necessary and processes turn-in. Performs annual validation.

10.5. PROCESSES SEPARATION OF INDIVIDUAL:

10.5.1. SCREENS CLOTHING RECORD FOR ITEM REQUIRING TURN-IN.

10.5.2. PROCESSES TURN-IN. Prepares form, researches stock number, obtains signature, prepares data, inputs data into terminal, and receives output. Returns property to stock and forwards documentation to Document Control.

10.5.3. ANNOTATES CLOTHING RECORD OF ACTION TAKEN.

10.5.4. FILES RECORD. Signs clearance and files or forwards record.

10.6. PROCESSES ITEM FOR CLEANING:

10.6.1. PREPARES PURCHASE ORDER REQUEST FOR ITEM TO BE CLEANED.

10.6.2. RECEIVES CLEANED ITEM. Inventories and warehouses cleaned clothing.

10.7. PROCESSES ITEM FOR OFF-BASE REPAIR:

10.7.1. PREPARES FORM. Prepares AF Form 9 and requisition for invoice/shipping document.

10.7.2. TRANSPORTS PROPERTY. Transports to Packing and Crating or Pick-Up and Delivery.

10.8. MAINTAINS AFMC CONTROLLED MULTIPLE ADDRESSED LETTER (CMAL) FILE. Maintains CMAL file containing current information on clothing and textile items for dissemination to customer. Screens CMAL letter for pertinent information and files.

10.9. PROCESSES ISSUE AND TURN-IN. Prepares issue/turn-in data, inputs data into terminal, and receives output.

10.10. PROCESSES SALVAGE TO DRMO.

10.11. PERFORMS BULK ISSUE RECONCILIATION.

10.12. REVIEWS REJECT LISTING:

10.12.1. REVIEWS LISTING. Reviews listing to identify rejects applicable to Retail Sales and annotates corrective action to be taken.

10.12.2. CLEARS REJECT.

10.13. REVIEWS DELINQUENT DOCUMENT LISTING:

10.13.1. REVIEWS LISTING. Reviews delinquent document listing for discrepancy.

10.13.2. TAKES CORRECTIVE ACTION. Annotates delinquent document listing indicating corrective action taken.

11. DEMAND PROCESSING:

11.1. PROCESSES ISSUE REQUEST ON-LINE:

11.1.1. PREPARES REQUEST FORM. Receives request by walk-in, mail, telephone, tape recorder, or other means. Discusses request with requester and prepares issue request.

11.1.2. PROCESSES REQUEST. Reviews request to assure all required entries are correct. If not NSN, inputs data into terminal. If no NSN is loaded, forwards to Research for action.

11.1.3. REVIEWS COMPUTER-GENERATED MANAGEMENT NOTICE. Reviews notice, determines action, annotates accepted action on issue suspense document, and files.

11.1.4. PROCESSES DUE-OUT NOTICE. Receives and reviews due-out notice. Forwards notice to affected organization.

11.1.5. REVIEWS REJECT NOTICE. Reviews and researches reject. Corrects and reinputs data into terminal or prepares reject clear document.

11.1.6. PROCESSES WASH POST REQUEST. Reviews request for accuracy and completeness, assigns activity code and document number, and forwards to appropriate agency.

11.1.7. PROCESSES WAREHOUSE REFUSAL.

11.1.8. PROCESSES KILL NOTICE. Screens management notice for other asset availability and coordinates with requesting agency.

11.1.9. REQUESTS VERIFICATION. Calls Maintenance Supply Liaison (MSL) or applicable shop, informs no asset availability, annotates issue request, and suspenses.

11.1.10. TERMINATES REQUEST. Terminates request at direction of Materiel Control or organization representative. Posts suspensed issue request and files.

11.1.11. FORWARDS REQUEST TO MISSION SUPPORT SECTION. Receives verification that requested item be processed as Mission Capable (MICAP). Annotates issue request and forwards to MICAP.

11.2. PROCESSES ISSUE REQUEST OFF-LINE (POST-POST):

11.2.1. PREPARES REQUEST FORM. Receives request by telephone, radio, walk-in, or other means. Discusses request with requester and prepares issue request.

11.2.2. RESEARCHES MANAGEMENT LISTING. Ascertains warehouse location for available substitute item and posts to request form.

11.2.3. COORDINATES WITH STORAGE AND ISSUE. Coordinates with Storage and Issue to determine the availability of the requested item.

11.2.4. RECEIVES NOTIFICATION FROM STORAGE AND ISSUE. Receives notification from Storage and Issue; prepares issue document, when required, and forwards to Storage and Issue.

11.2.5. PROCESSES POST-POST RECOVERY. Inputs into terminal, verifies accuracy, processes management notice, and files suspense copy.

11.2.6. PROCESSES REQUEST FOR DUE-OUT REQUIRING VERIFICATION.

11.3. UPDATES MANAGEMENT LISTING.

12. MISSION SUPPORT:

12.1. PROCESSES MICAP REQUEST:

12.1.1. ASSURES NONAVAILABILITY. Receives MICAP notification and calls warehouse, War Readiness Supply Kit section, or other location to assure nonavailability of item.

12.1.2. PERFORMS RESEARCH. Researches for interchangeable, substitute, or next higher assembly to fill requirement.

12.1.3. INPUTS ISSUE DATA INTO TERMINAL.

12.1.4. REQUISITIONS ON-LINE. Receives kill notice and inputs issue data into terminal.

12.1.5. REQUISITIONS OFF-LINE:

12.1.5.1. TRANSCEIVES OR CALLS IN REQUEST. Prepares and transceives AOX (MILSTRIP requisition) to source of supply.

12.1.5.2. PREPARES AND INPUTS KILL ISSUE REQUEST AND SPR.

12.1.5.3. PREPARES AND TRANSMITS B9X (MICAP REPORT CARD).

12.2. REQUISITIONS LATERAL:

12.2.1. CHECKS STOCK NUMBER USERS DIRECTORY (SNUD) MASTER BASE LIST. Checks SNUD to determine bases with loaded stock numbers.

12.2.2. CALLS BASE. Calls base listed on master base list until property available for shipment is located.

12.2.3. PREPARES AND PROCESSES SPR AND AE1.

12.3. PERFORMS FOLLOW-UP ON REQUISITION:

12.3.1. CALLS DEPOT. Calls depot to follow-up on requisition if status is not received within suspense.

12.3.2. CALLS IM. If bad status is received, calls IM to determine when the item will be available for release.

12.3.3. PREPARES AND PROCESSES AUTOMATED FOLLOW-UP CARD.

12.3.4. PREPARES SUPPLY ASSISTANCE OR DIFFICULTY CORRESPONDENCE. Researches, drafts, and forwards supply assistance or difficulty correspondence to the IM or depot.

12.3.5. COORDINATES WITH SOURCE OF SUPPLY. Contacts source of supply to follow-up on item not received with military standard requisitioning and issue procedure time frame.

12.3.6. INPUTS STATUS DATA INTO TERMINAL. Inputs AE1/ASX status using information obtained from shipper.

12.3.7. COORDINATES WITH HIGHER HEADQUARTERS. Calls higher headquarters for assistance when notified of delay status.

12.4. PROCESSES CANCELLATION:

12.4.1. REVIEWS AND RESEARCHES CANCELLATION NOTICE. Receives cancellation notice, reviews and researches for cause of cancellation, and determines course of action.

12.4.2. COORDINATES ACTION. Contacts agency for additional information.

12.4.3. TAKES CORRECTIVE ACTION. Processes computer input or correspondence to correct situation.

12.5. PROCESSES CANNIBALIZATION (CANN):

12.5.1. INPUTS DATA INTO TERMINAL. Receives information from maintenance and inputs into terminal.

12.5.2. PREPARES AND PROCESSES CANN.

12.6. UPDATES RECORD:

12.6.1. UPDATES MICAP RECORD. Updates checklist and MICAP management product.

12.6.2. CALLS MAINTENANCE. Notifies MSL of update.

12.7. PROVIDES ON-LINE LATERAL SUPPORT:

12.7.1. RUNS INQUIRY. Receives call, records data, and runs inquiry.

12.7.2. CONFIRMS BALANCE. Confirms on-hand balance of item.

12.7.3. INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.

12.7.4. INPUTS SHIPMENT (SHP) INTO TERMINAL.

12.8. PROVIDES OFF-LINE LATERAL SUPPORT:

12.8.1. RECEIVES CALL AND RECORDS INFORMATION. Receives call from another base requesting lateral support and records information.

12.8.2. CHECKS STOCK NUMBER DIRECTORY (SND). Checks SND and other listing to determine if item is loaded.

12.8.3. CONFIRMS ITEM AVAILABILITY.

12.8.4. INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.

12.8.5. PREPARES AND FORWARDS DOCUMENT. Manually prepares shipping document using information obtained from the requester and forwards to storage location.

12.9. PROCESSES MICAP INTERROGATION NOTICE REPORT:

12.9.1. RESEARCHES RECORD. Researches record for information pertaining to the reject.

12.9.2. INPUTS CORRECTED DATA INTO TERMINAL. Prepares and inputs corrected data into terminal.

12.10. EXPEDITES RELEASE OF PROPERTY. Prepares or directs the release of the property.

12.11. REVIEWS DAILY REJECT LISTING:

12.11.1. REVIEWS LISTING. Reviews listing to identify those rejects pertaining to Mission Support and makes annotations.

12.11.2. CLEARS REJECT. Researches to identify and clear reject or prepares clear data.

12.12. ARRANGES PILOT PICK-UP. Arranges pilot pick-up of property by coordinating with appropriate agency.

12.13. ARRANGES LOCAL PICK-UP. Arranges pick-up of lateral support property by coordinating with appropriate agency.

12.14. PREPARES FOR AND ATTENDS MICAP MEETING.

12.15. PROCESSES MICAP UPGRADE/DOWNGRADE/CANCELLATION.

13. RESEARCH:

13.1. PROCESSES ITEM NOT LOADED OR PART NUMBER REQUEST:

13.1.1. PERFORMS RESEARCH:

13.1.1.1. RESEARCHES ITEM NOT LOADED BY STOCK NUMBER. Receives and reviews request and reject notice. Determines required action, and researches SND, ML-C, Master Cross Reference List, and/or other available management tool.

13.1.1.2. RESEARCHES FOR PART NUMBER. Receives and reviews request. Determines required action and researches MCRL-1, MCRL-3, off-line files, and/or other available management tool.

13.1.2. INPUTS ITEM RECORD LOAD. Prepares and inputs new item record load.

13.2. PERFORMS SUPPORT RESEARCH:

13.2.1. VERIFIES PRICE ON POSSIBLE OVERCHARGE. Performs research to verify correct price on item.

13.2.2. RESEARCHES CANCELLATION STATUS. Receives and reviews notification and researches cancellation status from depot for replacement item.

13.2.3. DETERMINES INTERCHANGEABLE AND SUBSTITUTE COMPATIBILITY. Performs research to determine interchangeable and substitute (I&S) compatibility.

13.2.4. PROCESSES REQUEST FOR ADDITIONAL DESCRIPTION. Receives and reviews request from contracting and performs research to obtain additional description.

13.2.5. RESEARCHES CUSTOMER REQUEST. Receives and reviews inquiry, performs research on problem encountered by customer, and answers customer inquiry.

13.3. RESEARCHES NON-MANAGEMENT REVIEW LIST (MRL) ITEM. Performs research on non-MRL item and returns to appropriate agency.

13.4. MAINTAINS OFF-LINE SUPPORT FILE:

13.4.1. PURGES ACTIVE FILE. Checks against file to determine if stock number has been assigned and purges file.

13.4.2. UPDATES FILE. Updates DD Form 1348-6, Non-NSN Requisition (Manual) file from D04, Daily Document Register, or other listing.

13.4.3. ASSIGNS L OR P SERIALIZED STOCK NUMBER. Annotates record data for assignment of L or P serialized stock number.

13.5. MAINTAINS CENTRAL RESEARCH FILE AND PUBLICATION. Determines need; requisitions, receives, distributes, files, and updates publication (to include Technical Orders (TOs)).

13.6. REVIEWS REJECT LISTING:

13.6.1. REVIEWS LISTING. Reviews listing and identifies those rejects pertaining to Research.

13.6.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject. Prepares reject clear card data and forwards to reject monitor.

14. RECORDS MAINTENANCE:

14.1. MAINTAINS ITEM RECORD:

14.1.1. PREPARES "FIC/FCU/FID1SC" REQUEST. Receives and initiates request, performs research, and inputs into terminal.

14.1.2. RECEIVES "FIL/FNL" DATA. Receives input for completed load. Reviews for error, makes necessary correction, and updates SND.

14.2. REVIEWS, LOADS, AND VERIFIES SUPPORT RECORD:

14.2.1. LOADS OR CHANGES ROUTING IDENTIFIER RECORD (FRI). Assists CSB in loading or changing FRI.

14.2.2. COORDINATES COMBAT SUPPLY SYSTEM ORGANIZATION COST CENTER RECORD LOAD.

14.2.3. COORDINATES SHIPPING DESTINATION RECORD. Receives Reparable Item Movement Control Report management notice, coordinates with CSB, and maintains the DOD Activity Address List.

14.2.4. COORDINATES SRD RECORD. Coordinates SRD with CSB.

14.2.5. COORDINATES EXCEPTION PHRASE RECORD.

14.3. MONITORS FREEZE CODE:

14.3.1. ANNOTATES AND FILES FREEZE NOTICE. Receives and files Freeze Code Load/Delete. Annotates freeze code A notice in accordance with manual.

14.3.2. SCREENS FREEZE CODE LISTING. Screens and purges freeze code suspense file.

14.3.3. DIRECTS/REMOVES FREEZE CODE. Removes or notifies each section responsible for frozen item records of the records requiring prompt clearance.

14.4. MAINTAINS SND AND DAILY DOCUMENT REGISTER:

14.4.1. RECEIVES, UPDATES, AND FILES SND.

14.4.2. RECEIVES AND FILES DAILY DOCUMENT REGISTER.

14.4.3. CHECKS SUSPENSE. Verifies accuracy of Records Maintenance suspense document. Corrects and reinputs discrepancy.

14.5. MAINTAINS OTHER LISTING. Maintains the Interchangeability and Substitute Grouping Listing, Organizational Effectiveness Report, Indicative Data Portion, Routing Identifier Record Listing, Exception Phrase Listing, Shipping Destination Record Listing, and Repair Cycle Data Listing.

14.5.1. REPLACES LISTING. Receives new listing, removes old from file, and files new listing.

14.5.2. CHECKS STOCK LIST. Checks stock list, stock list change, and General Services Administration catalog for correct data on Federal Stock Codes 65 and 89.

14.5.3. POSTS LISTING. Manually posts entry in listing and performs research.

14.6. PREPARES REQUEST FOR CATALOGING DATA OR ACTION:

14.6.1. RECEIVES MANAGEMENT NOTICE. Receives request for research action, management notice, or directive. Screens reference control log and creates suspense.

14.6.2. PERFORMS RESEARCH. Runs inquiry, coordinates with customer if necessary, researches stock list or catalog, and obtains necessary information.

14.6.3. PREPARES SHORT OR LONG AF FORM 86, REQUEST FOR CATALOGING DATA/ACTION. Handscribes data on all required blocks of AF Form 86 and assigns control number.

14.6.4. SUBMITS BZA/BZB. Proofs data and prepares for transmission. Maintains active and completed file. Places duplicate copy of AF Form 86 in active file when prepared. Upon receipt of AFMC completed notice, annotates data received, pulls all records from the active file, places in completed file, and posts AF Form 86 log.

14.6.5. RECEIVES RESPONSE. Receives Bulletin Board System response from AFMC with estimated completion date, files response in back of BZA/BZB file, and posts data in AF Form 86 control log. Submits request for cancellation by duplicating AF Form 86, printing "DELETE" across the face, and mails to the suspense and Control System.

14.6.6. PERFORMS FOLLOW-UP. Reviews AF Form 86 control log. Prepares and submits "BZH," prepares and submits additional "B2H" in required increments, and files copy.

14.6.7. ACCOMPLISHES RECONCILIATION. Reviews AF Form 86 control log, destroys all completed requests over 90 days old, sorts cross-reference file into control number sequence, and purges cross-reference file.

14.7. MAINTAINS REPORTING ORGANIZATION FILE. Receives file, compares to organization list, and makes changes when necessary.

14.8. REVIEWS REJECT LISTING:

14.8.1. REVIEWS LISTING. Reviews listing to identify those discrepancies pertaining to Records Maintenance.

14.8.2. TAKES CORRECTIVE ACTION. Researches to identify problem, prepares clear card data, and forwards to reject monitor.

14.9. ASSISTS IN INVENTORY OF SMALL ARMS WEAPONS STORAGE. Assists in semiannual weapon inventory.

15. MUNITIONS MANAGEMENT:

15.1. PROCESSES MUNITIONS REQUEST:

15.1.1. RECEIVES REQUEST. Receives munitions issue request and verifies authorization signature.

15.1.2. INPUTS INTO TERMINAL. Prepares input, obtains Munitions Accountable Supply Office approval, and inputs into terminal. Obtains output document, forwards to storing activity, and files suspense copy.

15.1.3. RECEIVES ISSUE DOCUMENTATION. Receives completed issue documentation and verifies accuracy. Posts lot number to original issue request and forwards to Document Control.

15.2. PROCESSES MUNITION TURN-IN (TIN):

15.2.1. RECEIVES TIN REQUEST. Receives munitions TIN request and verifies accuracy of data.

15.2.2. INPUTS INTO TERMINAL. Prepares input, certifies TIN documentation, inputs into terminal, and forwards output.

15.2.3. PREPARES AND INPUTS INTO TERMINAL UNSERVICEABLE DUE-IN FROM MAINTENANCE (DIFM) DETAIL UPDATE.

15.3. PROCESSES MUNITIONS SHIPMENT:

15.3.1. RECEIVES DIRECTIVE. Receives shipment/disposal directive and coordinates with storing activity.

15.3.2. INPUTS DATA INTO TERMINAL. Prepares input, inputs into terminal, and forwards output.

15.3.3. COORDINATES TRANSPORTATION OF ITEM WITH OTHER AGENCY.

15.4. MANAGES MUNITIONS SUPPLY POINT:

15.4.1. ESTABLISHES SUPPLY POINT. Prepares folder and files documentation and coordinates with using agency.

15.4.2. PROCESSES EXPENDITURE REQUEST. Receives, verifies, certifies, and inputs MSI data into terminal.

15.4.3. MAINTAINS SUPPLY POINT LISTING. Determines requisitioning requirement. Distributes, receives, and files supply point listing.

15.5. PROCESSES AMMUNITION DISPOSITION REQUEST (ADR):

15.5.1. RECEIVES REQUEST. Receives request from storing activity. Reviews for accuracy and enters into log.

15.5.2. PREPARES FOR SUBMISSION. Obtains signature, endorsement, and concurrence. Prepares cover letter and forwards to directing authority.

15.5.3. REVIEWS DISPOSITION INSTRUCTION. Receives and reviews disposition instruction, annotates log, notifies storing activity, and suspenses awaiting action.

15.5.4. UPDATES LOG. Updates log and annotates ADR upon completion of disposition and forwards to Document Control.

15.6. PERFORMS MUNITIONS INVENTORY. Performs inventory on munitions account.

15.7. MANAGES MUNITIONS REPORTING PROGRAM:

15.7.1. REVIEWS AND CORRECTS AS NECESSARY AND SUBMITS DAILY MUNITIONS TRANSACTION REPORT.

15.7.2. PROCESSES ARMS RECONCILIATION REPORT. Coordinates with CSB to process report. Receives, screens, and reviews report for accuracy and forwards to MAJCOM.

15.8. MANAGES ANNUAL MUNITIONS ALLOCATION FORECAST:

15.8.1. PREPARES FORECAST. Coordinates with affected activity. Compiles, prepares, and forwards munitions forecast.

15.8.2. RECEIVES ALLOCATION. Receives allocation from MAJCOM and determines allocation for affected activity.

15.8.3. ADJUSTS SUPPLY POINT DETAIL. Inputs detail adjustment into computer.

15.8.4. PROCESSES SPECIAL LEVEL. Prepares special level, deletes and loads, or changes load and deletes, and inputs data into terminal.

15.8.5. REQUISITIONS AUTHORIZED MUNITIONS ALLOCATION (SPR). Inputs requisition data into terminal.

15.8.6. PERFORMS FOLLOW-UP. Reviews and follows-up on munitions requirement as necessary.

15.9. REVIEWS REJECT LISTING:

15.9.1. REVIEWS LISTING. Reviews listing for rejects pertaining to Munitions Maintenance.

15.9.2. TAKES CORRECTIVE ACTION. Researches to identify reason for reject. Prepares reject clear data and forwards to reject monitor.

15.10. REVIEWS DELINQUENT DOCUMENT LISTING:

15.10.1. REVIEWS LISTING. Reviews listing to identify those delinquent documents pertaining to Munitions Maintenance.

15.10.2. TAKES CORRECTIVE ACTION. Performs research to locate document and forwards to Document Control or reaccomplishes document.

16. REPAIR CYCLE:

16.1. MANAGES CRITICAL ITEM PROGRAM:

16.1.1. REVIEWS DIFM AND AWAITING PART (AWP) LISTING. Reviews listing, notifies Material Control of AWP item, determines cause for delay, and coordinates priority update.

16.1.2. REVIEWS PROBLEM ITEM LISTING. Reviews listing. Identifies and researches discrepancy. Compares, corrects, validates, and distributes listing.

16.1.3. LOADS OR DELETES ISSUE EXCEPTION CODE.

16.1.4. MAINTAINS EXCEPTION CODE CONTROL (ECC) FILE. Receives notification and prepares or deletes ECC file.

16.1.5. COORDINATES WITH MAINTENANCE CRITICAL ITEM MONITOR.

16.2. MAINTAINS TCTO KIT:

16.2.1. PROCESSES REQUIREMENT:

16.2.1.1. RECEIVES REQUEST. Receives notification of TCTO kit requirement and verifies request against applicable TO.

16.2.1.2. REQUISITIONS KIT. Requests item record load, assigns document number, and prepares and inputs data into terminal. Receives output, establishes jacket file, and forwards documentation to requesting activity.

16.2.1.3. MONITORS STATUS. Monitors status of kit and updates jacket file. Reviews priority monitor report for status and follows up as necessary.

16.2.2. RECEIVES KIT. Receives kit, checks against TO, assigns warehouse location, and reports kit discrepancy. Notifies maintenance when complete kit is obtained.

16.2.3. ISSUES KIT. Prepares and inputs due-out release data, annotates documentation, travels to storage location, selects and issues kit, and returns.

16.2.4. PERFORMS RECONCILIATION:

16.2.4.1. UPDATES STATUS. Reviews and distributes TCTO kit reconciliation listing to ensure status of kit is up-to-date. Prepares and inputs necessary change.

16.2.4.2. CONDUCTS TCTO MEETING. Schedules, prepares for, and conducts meeting with using activity. Prepares and distributes minutes of meeting and obtains signature and files.

16.2.5. PROCESSES EXCESS TCTO KIT:

16.2.5.1. CANCELS BACKORDER. Receives notification that kit is no longer required and cancels backorder.

16.2.5.2. REPORTS EXCESS. Reports excess to appropriate depot.

16.2.5.3. TURNS IN TCTO KIT. Receives instruction to disassemble kit, disassembles kit, prepares TIN document, and turns in kit component.

16.2.5.4. SHIPS KIT. Receives instruction to ship kit, prepares SHP document, and inputs data. Prepares property, delivers kit, and SHP document to TMO, and cancels kit due-out.

16.2.6. PROCESSES TRANSFERRED REQUIREMENT KIT. Receives notice of transferred TCTO kit requirement, prepares shipping document, prepares kit for shipment, and notifies appropriate activity of shipment.

16.3. MANAGES DIFM PROGRAM:

16.3.1. MONITORS DIFM LISTING:

16.3.1.1. REVIEWS DIFM LISTING. Reviews listing to check status and location of item and coordinates with Maintenance. Compares, corrects, and validates DIFM listing.

16.3.1.2. UPDATES STATUS. Prepares update status and inputs into terminal.

16.3.2. REVERSE-POSTS DIFM ACTION. Researches transaction history. Verifies technical correctness, obtains approval, and inputs reverse-post action.

16.3.3. PERFORMS DIFM RECONCILIATION. Coordinates with appropriate shop and verifies current status on asset location.

16.3.4. RECEIVES BASE SUPPLY SURVEILLANCE REPORT. Receives and reviews listing. Researches file for letter of initial issue of DIFM item. Contacts Demand Processing if a letter is not on file.

16.3.5. MONITORS AWP PROGRAM:

16.3.5.1. CHECKS STATUS AND CONFIRMS REPORTING:

16.3.5.1.1. REVIEWS AWP LISTING. Reviews management listing to determine current status of AWP item.

16.3.5.1.2. INITIATES FOLLOW-UP ACTION. Obtains improved status or requests disposition instruction.

16.3.5.1.3. REPORTS AWP. Reviews D19 to ensure XE7 reports are produced and transceived and response reports are received.

16.3.5.2. PERFORMS LATERAL SUPPORT. Checks list to determine base to contact, contacts base, processes special requisition, inputs into terminal, and annotates status.

16.3.5.3. RECOMMENDS CROSS-CANNIBALIZATION ACTION:

16.3.5.3.1. RECOMMENDS ACTION. Reviews management listing to determine possible cross-cannibalization and contacts maintenance function to determine feasibility.

16.3.5.3.2. PROCESSES ACTION. Receives notification that maintenance will cross-cannibalize end-item, annotates documentation, and inputs status change.

16.3.5.4. EVALUATES AWP END-ITEM. Reviews management listing or receives notification that piece is not available for AWP end-item. Notifies maintenance, updates file, prepares documentation, cancels backorder, and turns in property.

16.3.5.5. INITIATES AND COORDINATES SUPPLY ASSISTANCE/DIFFICULTY REQUEST.

16.3.6. PROCESSES REPAIRABLE ITEM:

16.3.6.1. PROCESSES TURN-IN. Checks in property, safeguards classified asset, prepares TIN, inputs data into terminal, and forwards document.

16.3.6.2. PROCESSES TURN AROUND. Processes AFTO Form 350 from Maintenance shop, performs required research, inputs into terminal, verifies input, and distributes management output.

16.3.7. MAINTAINS SURVEILLANCE OVER SUPPLY POINT:

16.3.7.1. PROCESSES SUPPLY POINT DOCUMENTATION. Receives notification of issue from a supply point and inputs MSI data into terminal.

16.3.7.2. PROCESSES SUPPLY POINT AUTHORIZATION ADD, CHANGE, OR DELETE. Receives notification of or determines change in authorization, checks to ensure requisition objective is adequate, and prepares and inputs change.

16.3.7.3. SCHEDULES AND PERFORMS RECONCILIATION. Schedules reconciliation and requests a supply point listing for the selected supply point. Verifies asset/requirement status reflected on the listing and assists in verification process. Processes issue when total asset is less than authorization.

16.3.7.4. REQUESTS SPECIAL INVENTORY. Requests special inventory when missing item cannot be located or traced and updates item status upon completion of inventory.

16.4. REVIEWS REJECT LISTING:

16.4.1. REVIEWS LISTING. Reviews listing to identify discrepancy pertaining to Repair Cycle.

16.4.2. TAKES CORRECTIVE ACTION. Performs research to locate lost or misplaced document and forwards to Document Control or reaccomplishes document.

16.5. REVIEWS DELINQUENT DOCUMENT LISTING:

16.5.1. REVIEWS LISTING. Reviews listing to identify those delinquent documents applicable to Repair Cycle.

16.5.2. TAKES CORRECTIVE ACTION. Performs research to locate lost or misplaced document and forwards to Document Control or reaccomplishes document.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings,

Training, Supply, Equipment Maintenance, and Cleanup. Refer to AFMS 00AA for the standard indirect description.

I1.1.3.1.1. PREPARES ENLISTED EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative and referral letter, proofreads typed copy, marks boxes, and signs completed report.

I1.1.3.5.1. PREPARES FOR AGR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS AGR PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectations.

I1.1.3.5.3. ATTENDS AGR PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

I1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinates' work.

I1.2.3.3.2. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

I1.6. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.

I2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.9. OPERATES COPY MACHINE. Makes copy, annotates log, and collates copy.

I2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I3.1.2. PREPARES FOR UNIT MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4.3. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I7.1. **PREPARES WORK AREA.** Places tool or equipment in proper location at beginning of duty period and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. **PUTS AWAY WORK.** Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with any sanitary, safety, or security requirements.

I7.3.1. **CLEANS OFFICE AREA.** Dusts, sweeps, mops, waxes, buffs, washes window, and performs other asso ciated janitorial tasks.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
Supply/FAC 41XXTC			377.42-991.95									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Inventory Management	645X0	AGR	1	2	3	4	5					
Material Storage and Distribution	645X1	AGR	2	2	2	2	2					
TOTAL			3	4	5	6	7					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE